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Approved For Release 2001/09/03 : CIA-RDP78-04995A000100020006-7

31 MAR 1967

MEMORANDUM FOR : Director of Logistics

SUBJECT : Proposed Revisions to HR [REDACTED] Organization -
Office of Logistics, and HR [REDACTED], Organization -
Office of Personnel

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REFERENCE : Your Memo, Same Subject, dated 24 January 1967

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25X1A 1. We have studied the revisions which you have proposed to HR [REDACTED] and HR [REDACTED] and are returning the reference without our concurrence for the reasons set forth below.

✓ 2. As proposed, the regulatory changes would result in the transfer to the Office of Personnel of the entire responsibility for the movement of Agency personnel and their household effects, including responsibility for providing technical and staff guidance.

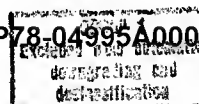
a. Such a change in the mission statements in the Office of Personnel and the Office of Logistics represents a fundamental change in the Central Processing concept. From its beginning, the Central Processing Branch represented an inter-office support function which was placed in the Office of Personnel merely as a convenient place to administer this Branch, and we are not aware of any change in policy that affects the Central Processing concept. We might add that the movement of personnel and household effects is a Logistics function, not compatible in nature with the Personnel function, and that the proposed change of responsibility is no more logical than a transfer of the Finance responsibilities from the Office of Finance to the Office of Personnel because Finance Officers assigned to CPB are performing routine Finance functions.

b. Paragraph 2 of your memorandum states that the proposed revisions result from the transfer of responsibilities for technical guidance on travel arrangements for Agency personnel, including the shipment and storage of household effects, from the Office of Logistics to the Office of Personnel. This is contrary to the first alternative stated in paragraph 3 of Attachment A with which we agreed. Note that paragraph 2 of that memorandum spoke of traveler processing activities, not staff and technical functions.

3. Experience since the transfer of the Personal Property Section to the Central Processing Branch demonstrates quite clearly that we did not perceive fully the nature of that Section's work and the manpower requirements associated with it. Our reviews of the Section's workload have led to

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the conclusion that additional strength for this Section as well as for other units in the Central Processing Branch is needed, and an appropriate request has been submitted to the Deputy Director for Support.

4. Experience has also shown that the Chief, Personal Property Section has been required to assume greater and more varied responsibilities than previously required of him when this Section was part of the Passenger Movement Branch in the Office of Logistics and which are beyond the scope of responsibility we understood we were to assume when that Section was transferred to the Office of Personnel. This situation is becoming increasingly serious and unless a more accurate delineation of the Section's responsibility is made, the Central Processing Branch and the Personal Property Section will soon be unable to fulfill commitments. For this reason, we must examine our respective responsibilities with respect to the travel function and the specific duties to be performed by your careerists in the Central Processing Branch. In this connection, I invite your attention to Attachment B which you sent to us in March 1965. This attachment outlines the various functions performed by the Office of the Chief, Passenger Movement Branch, an office consisting of a GS-13, GS-12, GS-11, and a GS-5. These duties and this staff were assigned, presumably, to activities over and above those performed in the Personal Property Section. I understand further that the Planning and Control Staff of the old Transportation Division also contributed staff advice and guidance on various aspects of the transportation function as it pertained to the movement of personnel and household effects. Remembering that all we agreed to was a transfer of the Personal Property Section and its specific functions, we feel it too much to ask this small unit and the remainder of the travel section in the Central Processing Branch to assume all responsibilities associated with the movement of personnel and household effects. We must insist on the continuation of "back-up" by the central Office of Logistics on various professional, procedural, and substantive matters that relate to the specific duties assigned to our personnel in the travel unit and the Personal Property Section and retention by the Office of Logistics of other staff responsibilities associated with the travel function in CIA. Such would include many of the more senior responsibilities described in Attachment B.
- Alternatively we would have to request the transfer of additional ceiling and higher grades in order for the Central Processing Branch to be assigned all of the responsibility, as you have proposed, associated with the movement of personnel and household effects.

5. In view of our increasing concern about the workload and other responsibilities of your Logistics careerists in the Central Processing Branch and my own belief that there is some confusion as to the purpose and nature of

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the transfer of the Personal Property Section to the Central Processing Branch, I believe it to be in our mutual interest to meet and to agree upon a delineation of functions and responsibilities as they specifically relate to the duties being performed by your careerists in the Central Processing Branch.



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Emmett D. Echols
Director of Personnel

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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
SA	Director of Logistics 1206 Ames Building	20 April 67	DER
2	OL/EO	30 April 67	mm
3	DD/L		
4	D/L		
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

Director of Personnel
5E56 Headquarters

DATE

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MEMORANDUM FOR: DD/L _____ and D/L _____

The Personal Property Section, Central Processing Branch, is still identified as an element of Logistics, just as Finance and Security, in CPB, are identified with their parent service. With the transfer of activity perhaps OL and OP shortchanged themselves in not selecting one of the higher graded OL officers to supervise this activity. A higher graded officer would do much to solve the problems cited in paragraphs 3a and b of the Memorandum for the Record.


EO/OL

12 May 67

(DATE)

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